



GUAM NATIONAL GUARD - HUMAN RESOURCES OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

TVA 13-014

OPEN PERIOD:

02/08/2013 – 03/04/2013

JOB TITLE:

Administrative Assistant

PAY GRADE AND SERIES:

GS-0303-07

PAY RANGE POTENTIAL:

\$38,790 – 50,431 + COLA

POSITION LOCATION:

United States Property and Fiscal Office
Barrigada, Guam

APPOINTMENT TYPE: PERMANENT W/ DUAL STATUS

PROJECTED APPOINTMENT DATE: TBD

PDCN #:

D0969000

AREA OF CONSIDERATION: Open to current members of the Guam Army National Guard

MILITARY GRADE: Enlisted: E4 to E6

SECURITY CLEARANCE:

SECRET

COMPATIBLE AFSC: Enlisted: 42A, 36B, 92A, 92Y, 92Z

SUMMARY OF DUTIES: This position is located in the United States Property and Fiscal Office. The purpose of the position is to provide technical and administrative assistance for programs within the United States Property and Fiscal Officer's area of responsibility.

SPECIAL PLACEMENT AND POSITION FACTORS:

Payment of Permanent Change of Station (PCS): Not Authorized.

Subject to Night and/or Rotating Shifts: No

Position Requires Travel: Some, 1 to 5 days

Military Attributes: Yes

Applicants will be screened and evaluated on military attributes directly related to the compatible military position required for appointment. Areas include military bearing and appearance, leadership, teamwork, military environment and fitness, awards and decorations. These areas will be evaluated as it relates to the whole person concept. Final selection will be based on qualification, military attributes, and suitability and the best qualified individual for appointment to the federal government.

National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. Experience must be directly related to the position and must be described in the work experience section of the application. The level of experience will be determined by the actual duties and responsibilities performed.

MANDATORY CONDITIONS OF EMPLOYMENT:

Must qualify for appropriate level of security clearance for the position.

Must maintain a compatible military unit of assignment and grade.

Must wear appropriate military uniform and adhere to required grooming standards.

Must undergo Military records prescreening. Unfavorable actions or Military flagging actions may result in disqualification from employment consideration.

Acceptance of a Federal Excepted technician position may cause termination from the Selected Reserve Incentive Program (BONUS).

JOB RELATED QUALIFICATIONS and EVALUATION: Applicant must clearly identify minimum requirements, specialized job related experience and number of months. Include your civilian and military experience in separate experience blocks to include duty codes, pay grades and description of major duty assignments. If your resume does not include a narrative description of how you meet the GENERAL and SPECIALIZED experiences, you may lose consideration for this position.

GENERAL: Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position; experience using computer and automation systems.

Administrative Assistant, GS-0303-7, Specialized: Must have at least 12 months experience in the interpretation and application of regulations, procedures or laws; experience that provided a working knowledge of administrative functions; experience demonstrating the ability to advise lower graded employees; experience working independently and setting priorities with very little supervisory control.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e. 36 weeks of substantially full time study, or 30 semester hours, or the equivalent) for 12 months of the required experience.

KNOWLEDGE, SKILL, AND ABILITIES (KSA's): The following knowledge, skills, and/or abilities will be considered in the evaluation process. Although it is not mandatory to provide a separate KSA statement, your resume must reflect how you meet the requirements of the following factors. This will allow rating officials to consider your qualifications to their fullest extent.

1. Practical knowledge of an extensive body of program analysis technical rules, guidelines, regulations, and precedents to provide sound recommendations to the USPFO.
2. Skill in applying basic data gathering techniques in order to develop trends and analysis tools using data from reports.
3. Knowledge of the duties, priorities, commitments, basic policies, and program goals of the organization sufficient to perform comprehensive administrative support assignments.
4. Knowledge of general office automation software, practices, and procedures to design or develop detailed charts and graphs. Competitive level proficiency in typing to accomplish word processing and office automation tasks.

HOW TO APPLY:

1. To apply for this position, you must do so **online through USAJOBS, <http://www.usajobs.gov/>**. Instructions are provided on the website.
2. You must submit a Resume, complete the Online Questionnaire, and provide any other documents specified in the Required Documents section of the announcement.
3. Errors or insufficient information may affect your eligibility to be minimally qualified.
4. Once your application has been received you will receive an acknowledgement email that your submission was successful. After review of your complete application is made you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required you will be contacted.
5. The eligibility you receive is based on your Resume, supporting documents, and responses to the Online Questionnaire that you provide. Please follow all instructions carefully.
6. **DO NOT** send/fax/courier/email any applications or resumes to the Guam National Guard Human Resources Office. **YOU MUST APPLY ONLINE.** The Human Resources Office can only process materials received through USAJOBS.

REQUIRED DOCUMENTS (Application Packet):

- Current Resume (**mandatory**)
- OF 306 Declaration for Federal Employment (**mandatory**)
- SF 144 Statement of Prior Federal Service (**mandatory**)
- Personnel Qualification Report/Record for Individual Performance (PQR/RIP) (**mandatory for current service members**)
- Transcripts, if applicable. College/Vocational school transcripts **MUST** be submitted in order to receive credit for education.
- SF 181, Ethnicity and Race Identification Form (optional)
- Miscellaneous Items (i.e., Flight Records, Bar Certification, IT Certificates, Driver Weight Class), if applicable
- SF-50/DD214-Member copy (Current or Former Competitive Employees, VEOA Eligible), if applicable

ALL APPLICATIONS MUST BE SUBMITTED BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ON THE JOB ANNOUNCEMENT.

**Guam National Guard - Joint Force Headquarters
Human Resources Office
430 Army Drive, Building 300, Room 113
Barrigada, Guam 96913-4421
(671) 735-0412/0464**

**VETERANS PREFERENCE DOES NOT APPLY -- SELECTIVE SERVICE REGISTRATION REQUIRED
THE GUAM NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**